

CAMPBELL COUNTY CONSERVATION DISTRICT (CCCD)  
BOARD OF SUPERVISORS  
MEETING MINUTES  
601 4-J Court, Suite D  
Gillette, WY 82716  
July 11, 2017

CALL TO ORDER:

Lindsay Wood, Chair called the meeting to order at 4:00 p.m.

Attendees were: Lindsay Wood, Chair; Casey Elkins; Bob Maul, Supervisor; BJ Clark, Supervisor; Jennifer Hinkhouse, District Manager; Crystal Kellebrew, Education Coordinator; Debbie Hepp, Program Assistant; Jay Quintanilla, Water/Range Technician; and Tim Kellogg, District Conservationist.

LINE ITEM CHANGE – FY17 BUDGET

Bob Maul moved to accept the Resolution FY18 budget line item changes. Casey Elkins seconded the motion. Motion approved.

FY18 BUDGET HEARING:

Lindsay Wood opened the Budget Hearing for CCCD's FY18 budget at 4:10 p.m.

Hearing no public comment Casey Elkins moved to close the Budget Hearing at 4:15 p.m. BJ Clark seconded the motion. Motion approved.

Bob Maul moved to re-convene the regular Board Meeting at 4:16 p.m. Casey Elkins seconded the motion. Motion Approved

ADOPT CCCD FY18 BUDGET:

Bob Maul moved to accept and approve the CCCD's FY18 Budget. Casey Elkins seconded the motion. Motion approved.

ACCOUNT RECONCILIATION/BANK STATEMENTS:

The Board reviewed the bank statements and account reconciliation from April 2017 – June 2017.

Bob Maul made a motion to approve the account reconciliation from April 2017 – June 2017. Casey Elkins seconded the motion. Motion approved. Casey Elkins made a motion to approve the bank statements from April 2017 – June 2017. Bob Maul seconded the motion. Motion approved.

FINANCIAL REPORT:

The financial report covering the previous month's activities and the current expenditures were reviewed by the Board.

The forwarded First Interstate Bank (FIB) checking account balance as of May 31, 2017, was \$93,478.25. The June 2017 deposit was \$84,037.03. Interest earned on FIB funds was \$7.98. Funds transferred from WGIF account to FIB checking account equaled \$0.00. Funds transferred from Grant Checking to FIB checking account equaled \$0.00. Total income was \$84,045.01. Funds transferred from FIB checking to WGIF account was \$(0.00). Funds transferred to Grant Checking \$(0.00). Expenditures for the month of June 2017 were (\$60,751.30). As of June 30, 2017, the FIB checking account balance was \$116,771.96.

The Wyoming Government Investment Fund (WGIF) account balance as of May 31, 2017, was \$109,348.25. The June 2017 deposit was \$0.00. Interest earned on WGIF funds was \$64.59. Total income was \$64.59. Funds transferred to FIB checking account from the WGIF account were \$(0.00). as of June 30, 2017, the WGIF account balance was \$109,412.84.

The Grant Checking account balance as of May 31, 2017, was \$57,632.70. The June 2017 deposit was \$0.00. Total income was \$0.00. Funds transferred from FIB account to Grant Checking were \$0.00.

Expenditures for the month of May 2017 were (\$0.00). As of June 30, 2017, the Grant Checking account balance was \$57,632.70.

The BHYC Checking account balance as of May 31, 2017, was \$4,903.17. The June 2017 deposit was \$5,055.00. Interest earned on BHYC funds was \$0.37. Total income was \$5,055.37. Funds transferred from FIB account to BHYC Checking were \$0.00. Expenditures for the month of June 2017 were (\$5,617.13). As of June 30, 2017, the BHYC account balance was \$4,341.41.

The Authorized Voucher Report including checks from FIB Checking #9193 through #9198 and BHYC Checking #131 through #134 and online payments were presented for review and approval by the Board.

Casey Elkins moved to file the financial report and to approve the authorized voucher report. BJ Clark Motion approved.

#### MINUTES:

Bob Maul moved to approve the minutes of the Board as written from the June 13, 2017 meeting. BJ Clark seconded. Motion approved.

BJ Clark moved to approve the minutes of the Board as written from the June 30, 2017 Special Board Meeting. Bob Maul seconded. Motion approved.

#### NRCS REPORT:

**EQIP:** All but one of the approved EQIP applications have been obligated to a contract. Construction on the fabricated metal windbreaks will start in the next few weeks. The final application will be signed and obligated this week. NRCS is currently taking applications for 2018. The sign-up deadline for 2018 applications will be likely be in October or November of 2017.

**AMA:** One of the Seasonal High Tunnel applications will be funded with AMA. It is currently waiting to be approved by the state office.

**AMA-RMA:** Risk Management Agency has given NRCS money nationwide to implement Seasonal High Tunnels. NRCS has four of these applications and it appears that one will be selected for funding.

**CSP:** NRCS continues to work on the new CSP applications and the renewals.

**CRP:** NRCS continues to work on the second phase of the CCRP on the Little Powder River. Nationally CRP has reached its acreage cap for the year, no new CCRP contracts will be accepted until after October 1, 2017.

**CTA:** The FO has had several calls and people stopping in for well information.

**Other:** Brandon will be attending a civil rights training in Casper August 15<sup>th</sup> and 17<sup>th</sup>. Tim will be on leave July 31<sup>st</sup> to August 4<sup>th</sup>.

#### CCCD STAFF REPORTS

##### A. Crystal Kellebrew:

1. June 14-16, BHNYC; camp went great and had 92 campers attend.
2. June 20, wiggly worm presentation with the Lakeview Library Program.
3. June 27, spider program with the Lakeview Library Program.
4. June 27, animal tracks with the Hillcrest kindergarten summer school.
5. July 10, solar ovens with the Lakeview Library Programs.
6. Crystal will start applying storm drain stickers within the next few weeks, will start at the old drains and re-apply the ones that have fallen off and then move to the new construction areas. Most of the new storm drains have the "no dumping drains to creek" already on the drain.
7. Crystal and Jen will be painting the stream trailer by next board meeting.

8. Crystal was invited to attend facilitator training for Wyoming Project Learning Tree, Project WILD & Flying WILD. The facilitators on this side of the state have approached for the last few years asking if Crystal would be facilitator. This would ensure that we would be able to host the workshops in our county for our teachers. There is no travel, food or lodging cost to the District, just the mileage in District truck and hours worked. Discussion followed.

**BJ Clark made a motion for Crystal to attend facilitator training for Wyoming Project Learning Tree, Project WILD & Flying WILD. Bob Maul seconded the motion. Motion approved.**

**B. Debbie Hepp:**

1. June 14, loaded the bus for BHNRYC.
2. June 15, attended CCNRLUP Meeting.
3. June 25, participated in WPLI ground tour.
4. June 28, attended Forestry Field Tour.
5. June 30, attended and took minutes for special board meeting.
6. July 7, attended Extension Field Day in Sheridan.
7. July 10, attended WPLI meeting.

**C. Jay Quintanilla:**

1. June 14, NEWIGWG Tour.
2. June 28, FCAP Tour.

**D. Jennifer Hinkhouse:**

1. June 14, wrapped up our field days with NRCS discussing forestry practices. CCCD provided facilitation on the last day to help summarize and agree on the next steps towards reaching usable forestry practices. Notes were typed and emailed to NRCS, and CCCD will follow up with them prior to the beginning on RCPP.
2. June 16, helped to unload the bus of campers for BHNRYC.
3. June 18-22, Jen attended NACD-Forestry RPG meeting in Deadwood, SD. The meeting went very well and we received several complements. During the meeting, we discovered that SD has a state tree nursery that is willing to sell trees to Wyoming CD's. Jen also worked with other regions on how to improve the planning process to meet the needs of NRCS, USFS-Stewardship and private landowners.
4. June 28, Forestry Tour.
5. June 30, Special Board Meeting.
6. July 3-4, closed for 4<sup>th</sup> of July.
7. July 7, Debbie and Jen attended Sheridan Research Centers Annual Field Day.
8. July 10, Tim and Jen met with the Spring Creek Grazing Association, to discuss the possibilities for funding projects to improve grazing, habitat, and water quality in the area.
9. CCCD received notification of the DOI and office of surface mining's preparation of an Environmental Assessment for the Cordero Rojo Duvall tract. Comments are due by August 7<sup>th</sup>. The Board discussed and decided to not submit any comments.

**OLD BUSINESS:**

**A. Grants update:**

- a. DEQ 319: The agreements have some in from DEQ for the Section 319 funding that will be used to perform water sampling and BMP implementation. The total \$264,000 in funding with \$183,930 in match. The project must be completed by June 30, 2020.

**Bob Maul moved to accept and sign the agreement with DEQ for the Section 319 funding. Casey Elkins seconded the motion**

- b. FCAP: On June 28<sup>th</sup>, the District hosted a legislative tour as one of the final components of our FCAP grant. The tour had 18 total attendees which included a county commissioner, BLM, USFS, congressional staffers and WSFD. The tour provided a great opportunity to discuss the strategy as well as forest issues in Campbell County. CCCD received thank you cards and positive feedback on the tour, as well as follow up questions from congressional staffers. June 30 was the close of the forestry strategy comment period. We received no public comments. The working group has reviewed the final document and recommended it for approval/adoption by the board of supervisors. Jen is working on the final report for WSFD to close out the project.

**Bob Maul moved to adopt the Campbell County Forestry Strategy. Casey Elkins seconded the motion. Motion approved.**

- c. BLM Cooperative Agreement: BLM has released the official funding opportunity for the Little Powder Watershed Enhancement and Restoration Project. This is an opportunity for the District to partner with BLM and receive \$20,000 in funding to do work such as riparian area fencing, small water development, and grazing management plans etc. on Little Powder. This project has the potential to lead towards other projects should we receive the award.
- B. Employee COLA: The District discussed the inflationary price index and the cost of living adjustments needed to increase employee wages. Discussion followed.

**Bob Maul moved to approve employee COLA's as followed; District Manager 6.7%, Program Assistant 4.57%, Education Coordinator 5.57% and, Water Range Technician 4.97%. Casey Elkins seconded motion. Motion Approved.**

NEW BUSINESS:

- A. WPLI: Debbie attended a flight and field tour on June 10. Debbie will be discussing designation options with the Board.
- B. Selling of Flatbed Trailer: Jen contacted WDA and other Districts for what the options are for dispersal of property. Sealed bids would be the logical way to go and optimize the amount that the district will receive for the trailer. Discussion followed.

**Bob Maul moved for the District to accept sealed bids for the trailer until August 8<sup>th</sup> at 3 p.m. BJ Clark seconded the motion. Motion approved.**

- C. TBNG Coordination Group – Jen asked the Board if they would like to co-sponsor lunch with Weston County NRD and Converse County Conservation District.

**BJ Clark approved for the District to co-sponsor lunch for one of the TBNG Coordination Group Meeting's. Bob Maul seconded the motion. Motion approved.**

- D. CCNRLUP: Dru Moore, consultant to the Commissioners researched the updates necessary for the CCNRLUP and found the Commissioners are providing that data. The role of the committee was discussed and was found it would not be necessary to meet monthly. Debbie provided an update on the WPLI, Calvin Taylor gave an update of the Predator Board. Megan Nelms commented on the Forestry Strategy document.
- E. Cheatgrass/Bulbous Blue Grass: August 30, at the C.C. Public Library starting at 10 a.m. Working with Brian Meador on presenters/topics.
- F. WACD Awards Nominations: Debbie has completed the cooperators of the year nomination for WACD awards. The Board reviewed the nomination.

**Bob Maul moved to approve the nomination for cooperator of the year award. Casey Elkins seconded the motion. Motion approved.**

- G. September Board Meeting: The regularly scheduled September Board Meeting conflicts with the Area I Meeting. The Board meeting needs to happen prior the Area Meeting so the resolutions can be discussed. The Board moved the September Board Meeting date to September 5. They also changed the August Board Meeting to August 9 instead of August 8.
- H. Records Request: The District received a records request from American Transparency. After review of the request the Board determined the records being requested were not in the format they wanted. Jen will contact the group and let them know.
- I. Upcoming Events:
  - a. CCCD Board Meeting – August 9, 2017
  - b. Cheatgrass/Bulbous Bluegrass Workshop – August 30, 2017
  - c. CCCD Board Meeting – September 5, 2017
  - d. Area Meeting – September 12, Newcastle, WY
  - e. Regional Meeting September 11-14, 2017

**EXECUTIVE SESSION:**

No executive session was needed.

**GOOD OF THE ORDER:**

There being no further business the Chair stated the next regular Board meeting will be held August 9, 2017 2016 at 4:00 p.m. in the District/NRCS Conference Room.

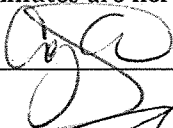
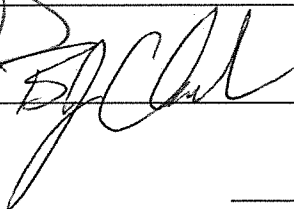
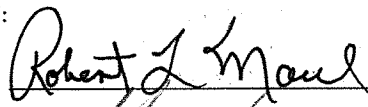
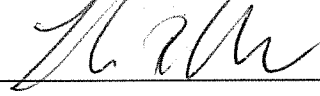
**ADJOURN:**

Lindsay Wood adjourned the meeting at 6:18 p.m.

**APPROVAL:**

These July 11, 2017 minutes of the Board are submitted for approval by: Lindsay Wood

These minutes are hereby approved on August 9, 2017:

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